



eFiler Registration Reference Guide

Registering for an eFile Account

1. Open a web browser (not illustrated).
2. Enter the following URL – **https://www.iowacourts.state.ia.us/Efile** or via the link provided on the Judicial Branch Homepage.
3. Click **Request Account**.

4. Read and review the **User Agreement**.
5. Read and review the **Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System**.



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6. Click the **acceptance radio button** to acknowledge the User Agreement and Chapter 16 Rules.

☒ I have read, understand, and agree to comply with this user agreement and the rules and procedures contained in Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System.

☐ I do not accept the terms of the user agreement

Cancel Submit

7. Click **Submit**.
8. Select a **User Role**.

Registered Filer – registered parties or self-represented litigant

Iowa Attorney – attorney licensed to practice law in Iowa

Agent - An officer, employee, or non-lawyer representative of a partnership, association, corporation, or Tribe who is authorized by Iowa code to represent that entity in certain small claims and civil matter.

Government Agency – The non-lawyer staff for an agency such as Department of Public Safety, Department of Transportation, Department of Human Services

Pro Hac Vice – a non-Iowa attorney practicing law in Iowa that is sponsored by an Iowa Attorney

Specialized Non-Party Filers – anyone who is not an attorney who files documents on multiple cases but is not a party, such as a process server or bail bonds agent

USER ROLES

Select your user role:

☒ Registered Filer

☐ Iowa Attorney

☐ Agent

☐ Government Agency

☐ Pro Hac Vice

☐ Specialized Non-Party Filers

Cancel Next

9. Click **Next**.
- Note!** Registered Filers skip steps 10 and 11. Continue to step 12.



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10. For all roles (except for Registered Filers) select **Existing** and scroll through and select the desired organization. If the desired organization is not listed, click **New** and enter in the **Company Name**.

Select a company

Select the company you belong to or type it in below:

☒ Existing Company Name: [dropdown]

☐ New Company Name: [text input]

Cancel Next

11. Click **Next**.

12. Complete the required fields to set up a **User Account**.

User Name - select a unique user name. This will be what is used to log into the eFile system.

Password - choose a password that is at least 4 characters long

AT PIN - attorney's unique Personal Identification Number assigned by the Office of Professional Regulation. Include a capital AT prior to the numbers.

ICIS ID - For those eFile user accounts that request the ICIS ID, leave this field blank if this information is unknown.

Email - this address will be used to receive courtesy notifications.

Alternate Email – include additional addresses to receive notifications

Address - My Company's Address will display for existing organizations. A new organization will need to enter in the appropriate fields.

Request a User Account

***Required Fields**

Company Name: ABC

User Name: * [text input]

Your password must be at least 4 characters long.

Password: * [text input]

Confirm Password: * [text input]

Title: [text input]

First Name: [text input]

Middle Name: [text input]

Last Name: * [text input]

Suffix Name: [text input]

AT PIN: * [text input]

Phone: [text input] Fax: [text input]

Email: * [text input]

1st Alternate Email: [text input]

2nd Alternate Email: [text input]

☒ Use My Company's Address

☐ Use My Address

Address Line 1: * [text input]

Address Line 2: [text input]

Address Line 3: [text input]

City: * [text input] State: Iowa [dropdown]

Postal Code: * [text input] Country: United States [dropdown]

Cancel Submit

13. Click **Submit**.



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14. A confirmation page will display for the requested **User Account**. Click **OK**.

User Account Requested

Your request to be registered as a user of the eFlex System has been approved. From now on, your request you will be able to login under the below username with the below password.

Mary Jones

User Name: MJones
Phone:
Fax:
EMail: mjones@iowacourts.gov
Address: 1111 Tulip Lane
Storm Lake, IA 50588
US

OK

Note! An email confirmation will be sent to the registered email address when the registration has been approved.

Note! If an Attorney PIN and last name entered during the registration process is accurate the account request is automatically approved and immediate access to the eFile system is available.

Logging into an eFile Account

1. Return to the **Log In** page and enter the **User Name** and **Password**.
2. Click **Log In**.

IOWA JUDICIAL BRANCH **ELECTRONIC FILING**
Administering Justice under the law equally to all persons. powered by eFlex from Tybers

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Welcome eFiling

Mission Statement
The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all people.

Welcome. You have reached the website for electronically filing cases and documents with the Iowa Court System. You must have an account to use this service.

Log In
Enter your User Name and Password.

User Name:
Password:

Log In [Forgot Your Password?](#)

[Request Account](#)

The information contained in the training materials for the Iowa Judicial Branch Electronic Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.